

Scotts Bluff County Personnel Board Meeting
Thursday, April 24, 2025
County Commissioners Room
4:30 p.m.

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:30 p.m. by Bauer.

Reference was made to the Nebraska Open Meetings Act.

Introduction for new Commissioner Lay Representative Bruce Hall.

Roll Call. Present: Tim White, Becky Stitt, Jean Bauer, Mark Harris, Bruce Hall. Absent: None.

Pledge of Allegiance.

Emergency Items: none

Approval of April 24, 2025 agenda. Moved by White to approve the agenda, seconded by Stitt. YEA: White, Stitt, Bauer, Harris, Hall. NAY: None. Absent: None. Motion passed.

Approval of the January 23, 2025 minutes. Moved by Stitt to approve the minutes, seconded by Harris. YEA: White, Stitt, Bauer, Harris, Hall. NAY: None. Absent: None. Motion passed.

Personnel Director's Report presented by Lisa Rien. Lisa provided updates about EEOC claims, Worker's Comp claims, hirings, terminations, benefits, Wellness Committee, meetings with Ian Shada and Nick Lease regarding County benefits, Timeclock, NIMS requirements, Bullying Training, Bytes Training.

Discussed corrective action process – topic from Elected Official's Representative. New Correction Action Form was reviewed and discussed. This form is more detailed; it incorporates all the information needed into one form. It was suggested to do corrective action training at the officials meetings, possibly reach out to Pam Bourne and/or Jason Osian for training. Will also need to review the NIRMA policy. After training, will review the county personnel manual and update if needed. Additional discussion regarding who should be present when the corrective action is presented to the employee; suggestion was the Official's Deputy; having the HR Director present could be an issue if the employee files an appeal in the future. At one point, HR Director will need to be involved. Additional discussion on what the time frame should be between warnings. Lisa will look into training. Correction Action form will be emailed out to the Elected and Appointed Officials to review.

Discussed time frame for completing updates on the website – topic from Elected Official's Representative. Heather and Jean have been working with MIPS on getting the new website completed. Nobody is assigned to look over the website to make sure the information is correct. Elected and Appointed Officials are responsible for keeping their information current. Some offices still have not assigned someone to do their updates. Bytes no longer has anything to do with the website. County Attorney's office has been having problems with MIPS and their password. Training was not provided, PDF's are available, Heather will send them out. Heather or Jean will try to get a list from MIPS as to who has logins for the website. Will discuss the website at the next Official's meeting.

Discussed evaluation process and form - topic from Elected Official's Representative. Discussion on evaluations; current form should be used. Detention, Sheriff and Communications use a different form that is specific to their departments. Discussed policy # 4300; this policy has not been followed. Will discuss and review policy # 4300 at a future meeting. Evaluations help the employee grow and will let them know if they are meeting their goals. It was questioned if supervisors could do a coachable form. Comments were made that it's hard to reward employees. Discussion on step increases and merit increases. Need to be able to reward an employee.

Discussed Catastrophic Illness Bank Policy - topic from Elected Official's Representative. Other Counties have this policy. We have employees with lots of sick leave that they will never use. Would need to set guidelines such as how much an employee can give, how long the donor has been employed, and increment amounts. It was questioned who pays for this; when donating your vacation hours, this is the employee's money, when donating sick time, this costs the county. Possibly only allow employees to donate vacation hours. Hard to track the hours, who would be responsible for tracking them? Would be beneficial for the employee in need. Concerns with how this would affect FMLA.

Discussed County employee remote work as an option for full time employment- topic from Elected Official's Representative. It was commented that we are public facing employer and can't work remotely. Currently there is no County policy. A policy is needed for a temporary situation. Would need to be transparent as to why remote work is needed and would be for a limited time. A criteria would need to be met before allowing the employee to work remotely. This would then open the doors to others wanting to work remotely. Discussed how to track the daily performance. Some managers would not manage this well. A current employee of the Assessor's office, with ten years of experience, is moving out of state. Robert wants to retain her as an employee. Workflow would be monitored and managed by Robert. Her work hours would coincide with those of the Assessor's office. May need to do quarterly evaluations rather than yearly. If the employee is out of state, we would need to follow that state's employment labor laws. Possibly look into a contract worker instead of an out of state county employee. Would need to make sure we follow the guidelines for a contract worker. Employees working miles away is not beneficial for the county and will open the doors for others. Comments were made in regards to rumors of a county employee that is currently working remotely. Robert will write guidelines the employee will need to follow; Harris will take this to the Commissioners; he would want restrictive language in this policy or resolution.

Discussed the need for a disaster recovery plan. Will look into getting a plan in place.

Discussed best method to notify employees of Personnel Policy update – Personnel Director. Employees are not aware when changes have been made. Lisa will send out an email and also let them know the Personnel Manual is on our website.

No recommendations for the Board of Commissioners.

Next meeting to be determined at a later date.

Meeting adjourned at 7:30 p.m. by Bauer.